

Prevention of Sexual Harassment

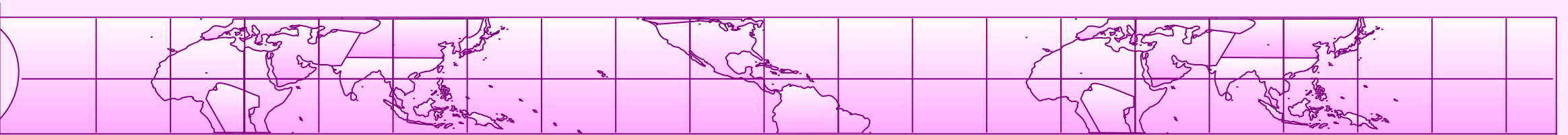
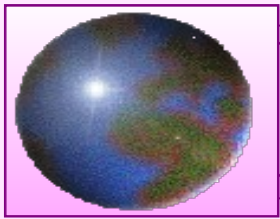
MCB Butler

Civilian Human Resources Equal Employment Opportunity Office

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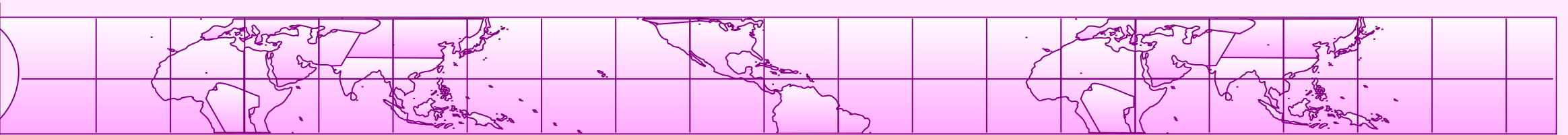
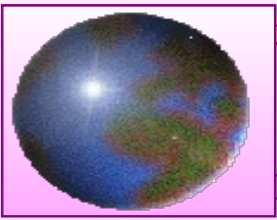


- ✦ **Know Department of Navy (DON) Policy.**
- ✦ **Understand the Definition of Sexual Harassment.**
- ✦ **Types of Sexual Harassment.**
- ✦ **Recognize Sexual Harassment.**
- ✦ **Responsibilities and Reporting Sexual Harassment.**
- ✦ **Discrimination Pre-Complaints Process.**



DON Policy on Sexual Harassment

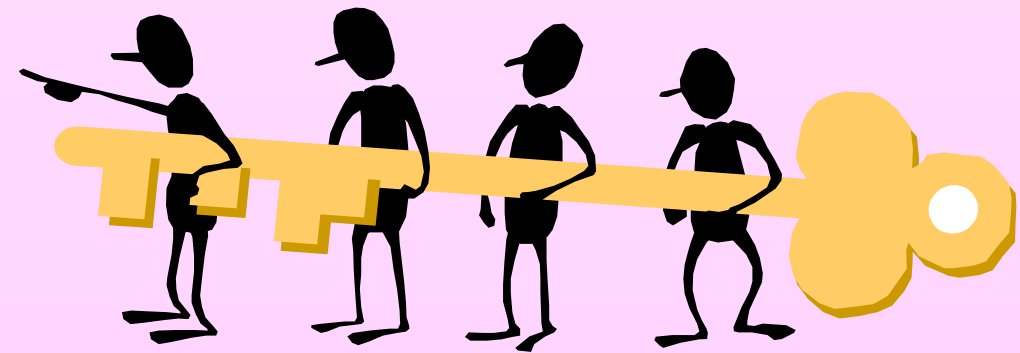
- ✦ Treat employees fairly on the basis of merit, ability, and potential in employment matters.**
- ✦ Discrimination on the basis of race, color, national origin, religion, sex, physical or mental disability, age, and retaliation for prior EEO complaint involvement is strictly prohibited.**

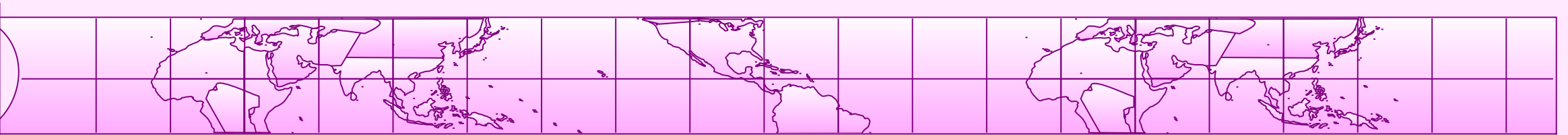
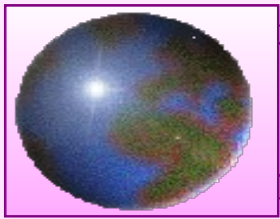


DON Policy on Sexual Harassment (Continued)

- ✦ **Commitment to a work environment free from unlawful discriminatory practices and inappropriate behavior.**

- ✦ **Zero tolerance policy. Harasser may be subjected to:**
 - ❑ **Disciplinary action**
 - ❑ **Termination**
 - ❑ **Personal law suit**

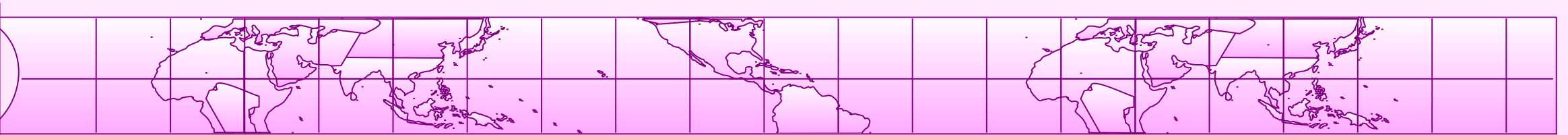
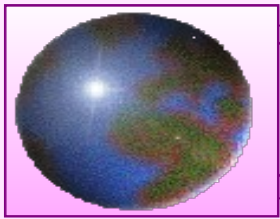




DON Definition of Sexual Harassment

A form of discrimination that involves unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:

- 1. Such conduct interferes with an individual's performance or creates an intimidating, hostile or offensive environment**
- 2. Submission to such conduct is either explicitly or implicitly a term or condition of a person's job, pay or career; or...**



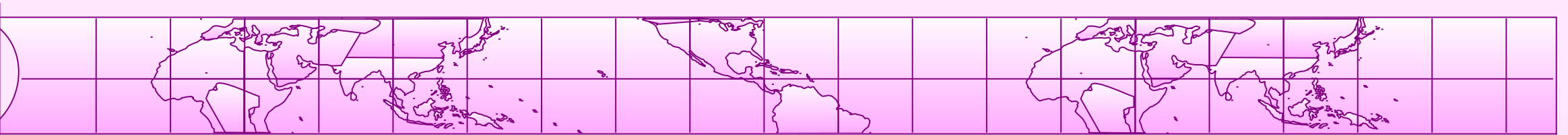
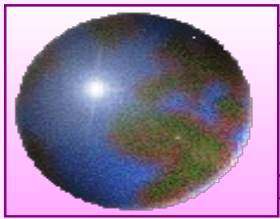
DON Definition of Sexual Harassment (Continued)

3. Submission to or rejection of such conduct by a person is used as a basis for career or employment decisions affecting that person.

It can be any employment action, such as:

- Non-selection for a position
- Failure to be promoted
- Reassignment to an undesirable location or duties
- Disciplinary action



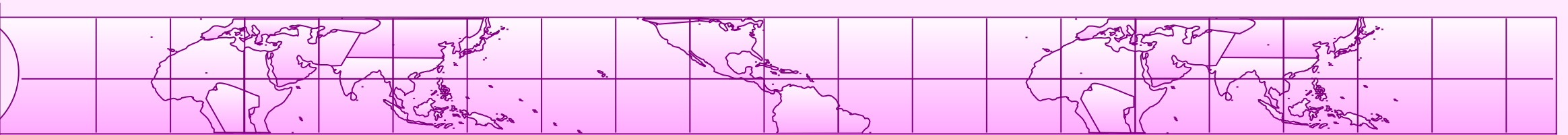
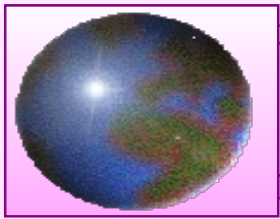


Types of Sexual Harassment

Hostile Work Environment

- ❑ Actions/behaviors that create an intimidating, hostile, or an offensive work environment.
- ❑ Regular and repeated actions, gestures, or items displayed around the workplace that unreasonably interfere with job performance.

STOP !!



Types of Sexual Harassment (Continued)

Opposite-Sex Harassment

- ❖ Men to Women
- ❖ Women to Men

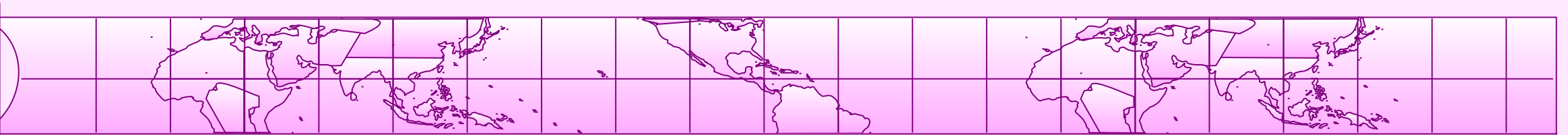
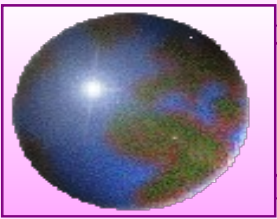


NO!

Same-Sex Harassment

Third Party Harassment

*While it may be consensual between the two parties, third party who observe the behavior may find it offensive.

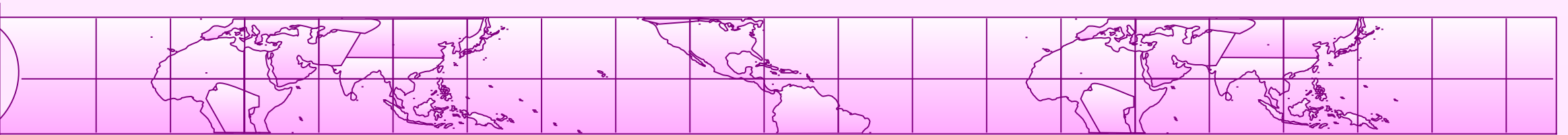
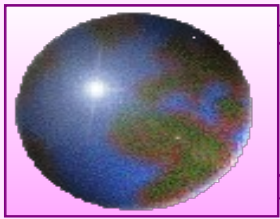


Types of Sexual Harassment (Continued)

Quid Pro Quo (Terms of employment)

- ❖ This for that - Exchange of a job benefit for expressed or implied sexual favors.



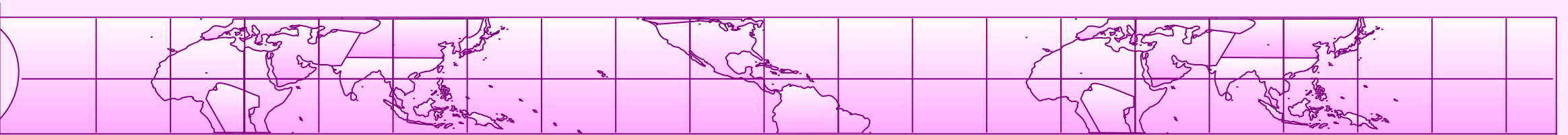
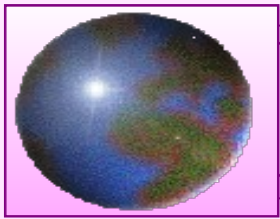


Examples of Sexual Harassment

VERBAL EXAMPLES

- ☹ Sexual Teasing
- ☹ Off Color Jokes or Remarks
- ☹ Pressure for Dates
- ☹ Spreading Rumors of a Sexual Nature
- ☹ Asking Questions About Employee's Personal Lives
- ☹ Whistling at Someone
- ☹ Terms of Endearment
- ☹ Turning Work Discussions Into Sexual Topics

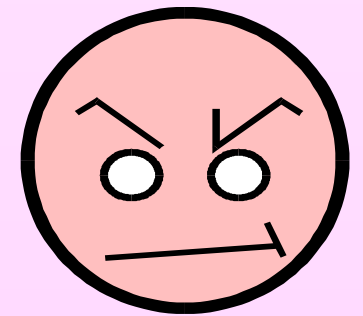


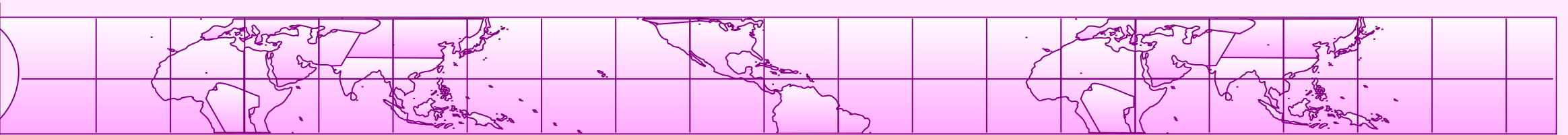
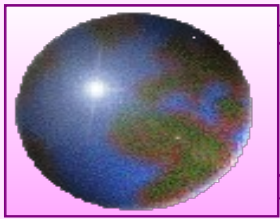


Examples of Sexual Harassment (Continued)

NON-VERBAL EXAMPLES

- ☹ Inappropriate Physical Gestures
- ☹ Sexually Suggestive Looks or Gestures
- ☹ Mooning or Flashing
- ☹ Letters or Drawings/Posters of a Sexual Nature
- ☹ Giving Sexually Suggestive Gifts
- ☹ Sending e-mail messages that are sexual/inappropriate in nature.

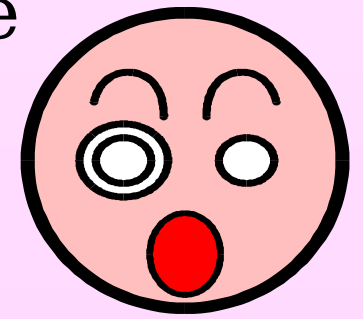


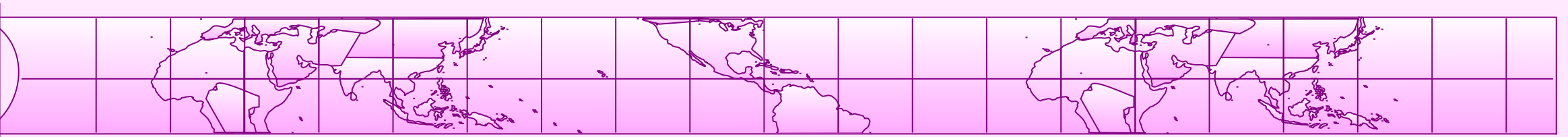
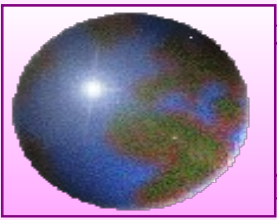


Examples of Sexual Harassment (Continued)

PHYSICAL EXAMPLES

- ☹ Deliberate Touching Of An Inappropriate Nature
- ☹ Brushing Up Against Someone
- ☹ Cornering Someone
- ☹ Massage Around The Neck & Shoulders
- ☹ Touching Another Person's Clothing, Hair or Body
- ☹ Sitting on Someone's Lap





Employee's Responsibilities (3R's)

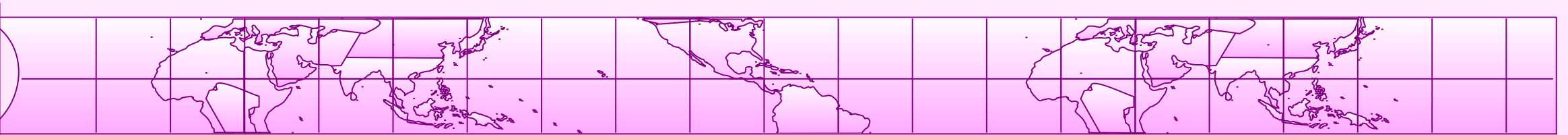
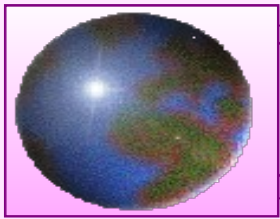
The behavior does not stop after the harasser is confronted. The employee is not comfortable confronting the harasser. The behavior is severe and possibly criminal in nature.

➡ **Respond**

➡ **Record**

➡ **Report**





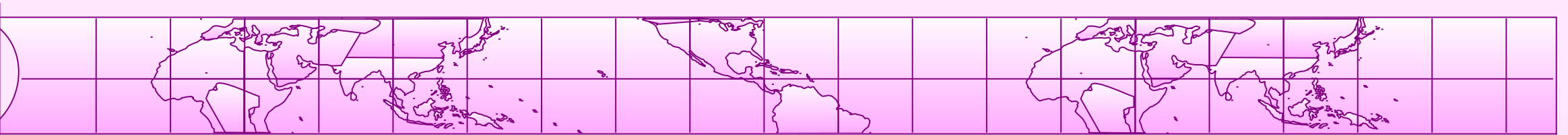
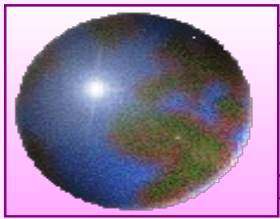
Employee's Responsibilities (3R's) (Continued)



Respond: Address your concerns or objections regarding Sexual Harassment incident directly to the individual and tell them to stop.

Record: If the behavior does not stop or the situation is not resolved, record dates, times, places, witnesses, what was said/done and how it made you feel.

Report it “immediately” to your supervisor, or EEO office.



Supervisor's Responsibilities

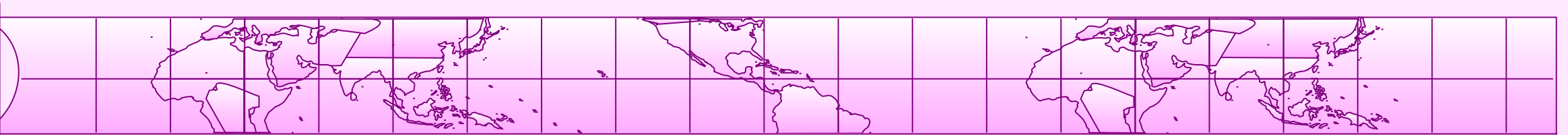
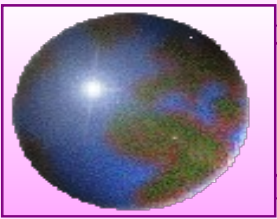
Enforce and ensure employees are aware of POSH policy, and reporting process.

Take Complaints Seriously & Act Immediately, illuminate Harassment from your work place.

Follow up and ensure sexual harassment has ceased.

Ensure retaliation does not occur in your work place.

Lead by example, be professional and periodically monitor your employees behavior and work environment.

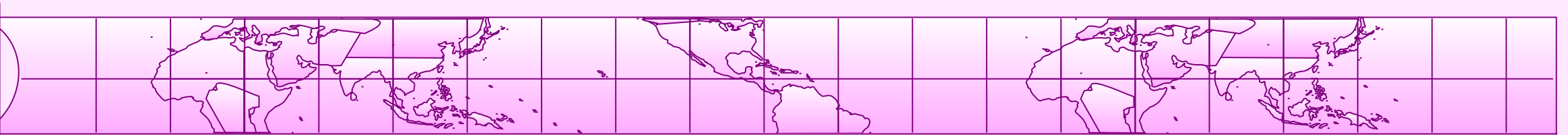
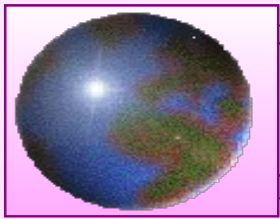


Fact You Should Know!

Sexual Harassment violations are based primarily on the perception of the victim - NOT the intention of the accused.

“It’s all in the eyes of the receiver.”

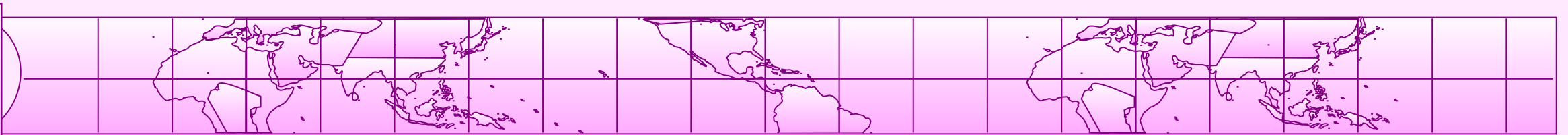
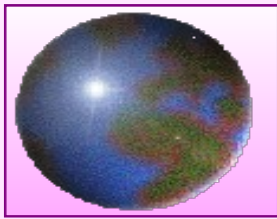
**Hey, it was only a joke
+ IS not an excuse**



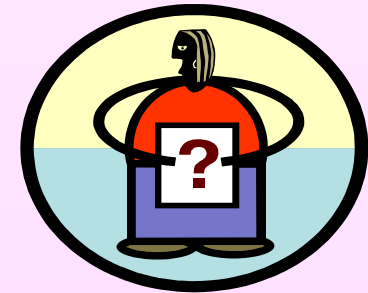
Prevention Strategies

Communication

- ✚ If you are the victim of unwelcome sexual behavior, express your negative feelings. Individuals are often unaware that their intentions are misperceived.
- ✚ If you think you have offended another employee, talk it out and clear up any misunderstanding before it becomes a larger issue.
- ✚ Respect everyone in your workplace. Do not say or do anything you wouldn't say/do in the presence of your parents, spouse, or children.



POSH Quiz!



Q: Sexual Harassment violations are based primarily on:
perception of the
victim.

Q: A form of discrimination that involves unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct **False !** ure is defined as POSH: **True or False?**

Answer is: Sexual Harassment. (not: Prevention Of Sexual Harassment)

Q: Can you name the employee's responsibilities (#R's)?

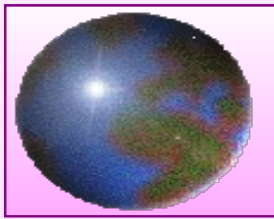
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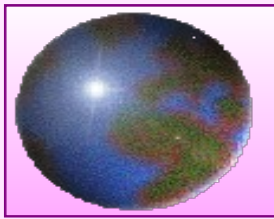
PREVENTION OF SEXU
AL HARASSMENT



Know your Discrimination Complaints Process: Pre-Complaint

- ✚ Contact EEO Office within 45 calendar days of the alleged discriminatory incident.
- ✚ Right to use official time.
(must be requested via supervisor)
- ✚ Right to anonymity.



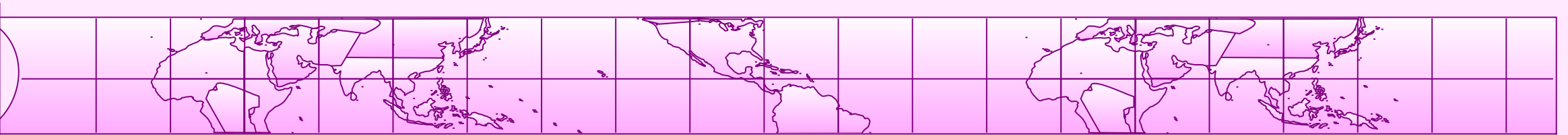
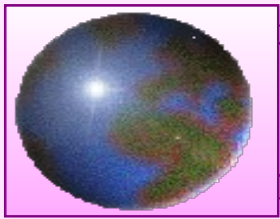


Know your Discrimination Complaints Process: Pre-Complaint

Claim: Define the discriminatory event and the date of the event.

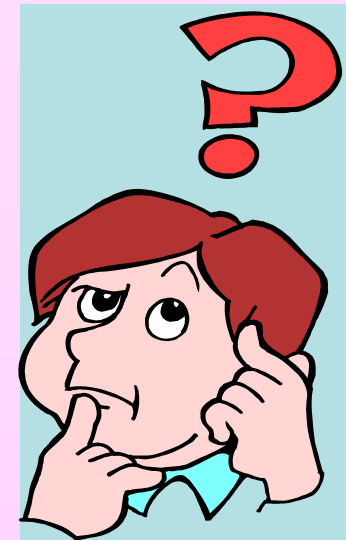
Basis: One or more of the eight factors.

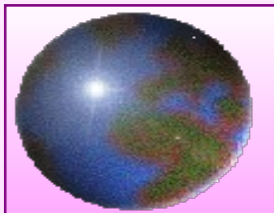
Religion Sex Mental or Physical Disability
Age Color
National Origin Race Reprisal



Know your Discrimination Complaints Process: Pre-Complaint

- ✚ Right to representation.
- ✚ Choice of traditional complaint process or mediation.
- ✚ Right to file a formal complaint.





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DON Sexual Harassment Advice Line: 1-800-253-0931